

LEHIGH VALLEY HEALTH INFORMATION MANAGEMENT ASSOCIATION

BUDGET COMMITTEE

PROCEDURE

- CHAIRMAN:** The chairman is the President-Elect.
- MEMBERS:** The committee is composed of the chairman who is elected President-Elect, the treasurer and one other member appointed by the chairman.
- TERM OF OFFICE:** The term of office shall be the fiscal year, i.e. July 1 through June 30.
- EX-OFFICIO MEMBER:** The President is an ex-officio member of this committee.
- QUORUM:** A majority of the members.
- VACANCY:** In the event of a vacancy in the office of the President-Elect, nominations will be made by the Executive Board for this office of the membership conducted.
- The person attaining the majority of the votes will assume the office of President-Elect without further action.
- After serving in such office for one year or the completion of the filled vacancy, the President-Elect shall succeed to the office of President without further action being necessary.
- DUTIES:** Shall prepare a budget proposed for the year in which they will be President.
- Present proposed budget to the Executive Board for approval.
- Submit budget to the membership at the annual meeting.
- Justify budget variations at the end of term to the Executive Board.
- CORRESPONDENCE:** Correspondence is placed in the appropriate section of the procedure manual.
- REPORTS:** Reports are made to the President and the membership at business meetings.

## BUDGET COMMITTEE

The final budget serves as the annual report of this committee.

### PROCEDURE MANUAL:

As revisions or corrections in the manuals are made, a copy of the revision or correction is immediately sent to the Past-President who is responsible for updating the manuals as indicated.

SEPTEMBER 1996